

**Westminster Preschool**  
2 West Hunter Street P.O. Box 833  
Logan, Ohio 43138  
(740) 385-2242  
[preschool@loganfpc.org](mailto:preschool@loganfpc.org)

**Mission/Philosophy Statement:** Westminster Preschool's mission is to provide outstanding early childhood education to area children. The program's aim is to foster a child's growth in the areas of social/emotional, physical, cognitive, and language development. To accomplish this goal, the staff uses child-centered play and engaging activities to encourage each child to joyfully interact, communicate, problem solve and explore new situations within the safe and nurturing environment of the Preschool classroom.

**Preschool Information:** Westminster Preschool was established in 1982 as an outreach program of First Presbyterian Church, Logan. Classes are held on weekday mornings during the school year, and are led by an administrator/teacher and staff members. A Preschool committee of church members works with the staff and oversees Preschool operations and expenses, and is available for consultation/support as needed. This committee is under the direct authority of the Session, the ruling body of the church, and with the consultation of the Church's pastor. Preschool monthly reports are included in Session minutes.

**Admission Policy:** Enrollment in the Preschool program begins when the registration fee and initial registration form are received. By the first day of school, additional enrollment and health information forms must be on file (JFS #01234 and JFS# 01305). Any change to the enrollment/medical information on the forms needs to be shared immediately with the staff so information remains current throughout the year.

Westminster Preschool reserves the right to disenroll a child from the program if there is 1) recurring lack of payment 2) recurring late pick up of child 3) the administrator determines that the program does not meet the child's needs.

Before disenrollment is final, parents will be notified and solutions discussed. If the Administrator feels that the child is not ready for group care or that Westminster Preschool is not the most appropriate placement, a meeting will be called with parents and other options will be discussed prior to disenrollment.

**Staff/Child Ratios and Group Size:** Preschool will not exceed the state required ratios for programs which serve preschool and school age children. Young Preschoolers (at least 3 years and less than 4 years) Child Care Staff Member/Child Ratio 1:12, Maximum Group Size 24. Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten) Child Care Staff Member/Child Ratio 1:14, Maximum Group Size 28. Two qualified staff members will always be in the classroom to ensure safety. Following Preschool's current license regulations, classes can accommodate 22 preschoolers and 5 school age children, but normally, each class will not exceed 15 children.

**Hours and Days of Operation:** In general, Preschool will be in operation Monday through Friday from 9-11:30 a.m. beginning the week of Labor Day in September and concluding in the

second week of May. The four/five year old class meets MWF, and the three/four year old class meets on T/TH.

**School Calendar:** \*subject to change

Student Visitation Day	August 29
First Day for Students	September 5-6
In-service Day/Fair Day	September 14 & 15
In-service Day -No School for Students	October 16
Veterans Day-No School	November 10
Thanksgiving Break	November 23-27
Christmas Break	December 14-Jan. 2
MLKing Day-No School	January 15
Presidents Day-No School	February 19
In-service Days-No School for Students	March 8
Spring Break	March 25-29
Last Days of School	May 8 & 9
Staff Work Day	May 10

**Daily Schedules:** There is an underlying structure to the preschool day so that a child knows what to anticipate. Each day includes a balance of fine and gross motor activities, group and individual activities, snack, and calendar and story time. To supplement the daily program, children will be exposed to a variety of different experiences including guest programming, outdoor activities, science experiments, and special holiday activities throughout the year. A typical day would include:

<u>A.M.</u>	<u>Activity</u>
9:00	Arrival routine
9:10- 9:55	Free play at centers including guided small group experiences
10:00	Circle time with calendar and morning lesson
10:30	Snack
10:45	Gross motor activities and music
11:10	Storytime
11:20-11:30	Dismissal routine.

Also, due to the nature of the Preschool program, children will not be napping or resting at school or participating in water activities, or swimming. Because of time constraints in the program, children will not have routine outdoor activities.

**Tuition and Payment Policies:** While First Presbyterian Church supports the Preschool in many ways, tuition pays salaries and daily costs incurred in the program. It is expected that children are enrolled for the entire school year, and tuition will not be adjusted for days that a student is absent or classes are canceled due to inclement weather. Yearly tuition is \$990 for the 3-day program, and \$900 for the 2-day program. If a student is withdrawing at any point during the year, please notify Preschool in writing prior to the date of withdrawal.

**Tuition** can be paid-

**Yearly:** Due September 1. (MWF class \$990/ TTH class \$900)

**Quarterly:** Due September 1, December 1, March 1. (MWF class \$330/TTH class \$300)

**Monthly:** Due first of every month, beginning on September 1 and ending on May 1. (MWF class \$110/TTH class \$100)

Tuition may be paid by check (with the child's name in memo space) made out to ***First Presbyterian Church***, and then mailed to the church or delivered to a teacher. Additional methods of payment are available with approval of the administrator/Preschool committee. The Federal ID number for tax purposes is available upon request. If payment is consistently late past ten days, and, after consultation with the family by the administrator/Preschool Committee, late fees of \$10/month will be assessed.

**Inclement Weather Policy:** In general, Preschool follows the Logan-Hocking school closures due to poor weather conditions, and this information can be found on the district website: <http://www2.loganhocking.k12.oh.us/>, but generally-

If the school system is closed, Preschool will be closed. If the schools are on a delayed schedule, Preschool will generally be open at the regular time. Preschool will not make up school days at the end of the year.

**Supervision Policy:** The major responsibility of the Preschool staff is to ensure the health and safety of each child. A child will not be left unattended at any time, and the staff is trained to anticipate possible safety concerns and take appropriate preventative measures.

**Arrivals/Departures Procedures:** Because Preschool is responsible for child safety, it is mandatory that policies be followed carefully. Please report any absences by calling the church at 740-385-2242 by 8:30am. Report any vacation absences by written note prior to departure.

1. Parents or caregivers must sign in students each day, and escort them to the classroom. Please enter at the Westminster House/Market Street entrance.
2. At dismissal time, students will be escorted by a teacher through the Westminster House door on the alley to a parent or authorized person. **Cars engines must be turned off when adults exit vehicles to pick up students from the staff.** As the alley is a congested space, children must be closely supervised while being escorted to the cars and safely secured in car seats. Only then will the cars be permitted to move forward. Parents or authorized adults who are walking or parking elsewhere will pick up students outside the Westminster House Alley door also.
3. Students will only be dismissed by a staff member to an authorized adult listed on the Enrollment and Health Information Form #JFS 01234 and Pick-up authorization form.
4. If, in an emergency, another adult who is not listed on the forms needs to pick up a student, contact the church with the name of the adult who will be picking up your child. Please inform that adult that an ID might be required by the staff. Likewise, staff will not dismiss a child to someone, including a parent, who appears to be impaired by drugs or alcohol. The emergency contact listed on the form will be called for transport, and police will be notified, if necessary.
5. If circumstances arise that require a change in the time that a child is to be dismissed, please call the church. It is expected that children will both arrive and be picked up on time. If there is a consistent problem with late arrivals and departures, staff will speak with the family, and if necessary, late fees of \$1/minute past 11:40 will be assessed.

6. **Legal custody cases:** Children will only be dismissed to a parent who has legal custody or to a responsible adult who the legal parent has named in writing as having permission to pick up the child. Please keep the school apprised of any legal concerns that affect your child as child safety is paramount.

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse, meaning that they must report suspicions of abuse or neglect to the proper authorities.

**Field Trips:** Students will be taking walking field trips to locations close to Preschool. This includes walking to a grassy, fenced play area across the street at the Bowen House when the weather is pleasant. Parents will complete a Walking Permission Form that will cover these routine trips throughout the school year. In the case of special outings, parents will be notified in writing and an additional permission slip will be required.

Special precautions will be taken on field trips:

1. Attendance of children will be taken on a separate attendance sheet at the beginning of the trip, at the destination, and at the end of trip
2. Church staff will be aware of details of the trip
3. Student/staff ratios will be maintained
4. Each staff member will be responsible for specific children
5. The following items will be available for all field trips: first aid kit, cell phone, Emergency Contact forms, Health Records of any child who has allergies, handicap and/or a health condition which might require special procedures
6. A person trained in First Aid and CPR will be present on all trips

**Accidents and Emergencies:** Procedures to address emergency situations are posted in the Preschool classroom. Staff will follow posted evacuation routes and procedures as written in the event of an emergency. In order to prepare children in the unlikely event of a fire, students will have monthly drills, and periodic drills for tornado emergencies and 'lockdown drills' in case of an intruder on the premises.

The Bowen House across Market Street is the emergency destination for the Preschool in case of a power outage, heat or water loss, or fire occurring at the church. A sign will be posted on the Westminster House Market Street door to alert parents that children have been evacuated. Parents will be contacted as soon as possible for child pick-up, and if parents can not be reached, the child's emergency contacts will be notified.

A staff member with first aid, communicable disease training, and CPR is always on duty in the classroom. If there is a minor accident/injury, staff will administer basic first aid and TLC. If more serious, first aid will be administered and parents will be notified immediately to assist in the appropriate course of action.

If the illness/injury is life threatening, the EMS will be contacted. Preschool staff will not transport children in private vehicles in emergency situations. Westminster Preschool will not admit children to the program if parents refuse to grant permission for EMS transport or treatment.

An incident/injury form will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: child is ill, has an accident or injury that requires first aid, receives a bump or blow to the head, the child has been transported by EMS, or an unusual or unexpected event occurs that jeopardizes the safety of the child. The incident report shall be available within 24 hours following transport by EMS.

**Management of Illnesses:** The staff strives to make the classroom a clean and healthy space for children by conducting daily routine cleaning and scheduled deep cleaning. Children will wash hands with adult supervision before entering the classroom. This will be documented on the sign-in form, and each child will be visually assessed for general health by the staff. If a child is exhibiting any of the following listed symptoms, he/she will be isolated within the classroom and within sight and sound of the staff, until being safely discharged to parents or an emergency contact.

Symptoms include: 1) 100 degree temperature taken axillary with any other sign of illness 2) Diarrhea (more than 3 loose stools within a 24 hour period) 3) Severe coughing causing redness in the face and/or a whooping sound 4) Difficult or rapid breathing 5) Yellowish skin or eyes 6) Redness of the eye or eyelid, discharge, matted eyelashes, burning, itching or eye pain 7) Untreated skin patches, unusual spots, or rashes 8) Unusually dark urine or gray or white stools 9) Stiff neck with an elevated temperature 10) Evidence of untreated lice, scabies or other parasitic infestation 11) Vomiting more than once or when accompanied by any other sign of illness 12) Sore throat or difficulty swallowing.

Parents will receive notification of possible exposure to a communicable illness via signs posted on the Westminster House doors no later than the end of the next business day. Children may return to school after at least 24 hours of being fever-free and other symptoms have resolved. If a child is not symptom free, a doctor's note stating that the child is not contagious is required before returning to class.

**Immunizations:** All children need to be up-to-date on immunizations and must present an updated immunization record before being permitted to attend Preschool. If a child has a medical exemption from immunizations and there is an outbreak of a communicable disease in the community, parents of an unvaccinated child will be asked to keep the child at home until the outbreak is no longer a threat according to the local health department.

**Medications:** The school will administer medications to a child only after the parent completes a Request for Medication form. Medication must be handed to a teacher daily, and may not be stored in a book bag or cubby. Staff will store medication away from children in a designated place. Prescription medications must be in their original container and administered in accordance to instructions on the label. Over-the-counter medications must also be administered according to the label instructions. If parents request any different dosages, a physician must provide written instructions on the Request for Medication form. OTC drugs will not be administered beyond 3 days without a doctor's written order. Westminster Preschool is in compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities and administering care procedures to children with disabilities.

**Guidance of Children:** Learning self-control and cooperative skills are major goals for the children in the Preschool program, and a supportive staff and an inviting classroom atmosphere go far in helping children grow. Clear classroom routines and instructions further help children model compassion and care for friends and teachers, as well as ensuring a safe environment.

When an individual child needs additional guidance, the techniques employed at Preschool are measured and appropriate for the child's age and the circumstance, and delivered without

judgment or anger. Techniques employed, but not limited to, include: setting clear limits, positive reinforcement for appropriate behaviors, modeling desired behavior, supporting a child's feelings, helping a child understand consequences, and encouraging a child to work out problems with their peers using acceptable words.

If a child's behavior is causing disruption to the class or is a danger to other children, additional techniques to help a child gain control will be used. At no time will a child be isolated alone away from the classroom. Techniques used, but not limited to, are talking with a child away from other children to identify feelings and emotions or holding a child supportively with a "protective hug" if a child is out of control. If disruptive behavior is frequent, parents will be contacted to explore ways to move toward positive behavior, and with parental input a behavior plan may be developed. If a child's behavior consistently endangers self, peers or staff and a staff member needs to be one-on-one with the child continually, it may be necessary to disenroll the child from the program. The administrator will be in contact with the parents throughout this process.

**Parent Participation:** Parents are encouraged to participate in the Preschool program by visiting, sharing, and assisting with the daily activities of the class if prior arrangements are made with the administrator. Visitors may be limited at the beginning and the end of the school year.

**Private Space:** The church library across from the classroom is available for breastfeeding/pumping as needed.

**Assessments and Conferences:** Parent conferences that focus on a child's development may be arranged by mutual agreement any time a parent or staff member deems it to be necessary. Please request a conference time by contacting the administrator at 740-385-2242 from 8:00-8:30a.m. on school days, or by email at [preschool@loganfpc.org](mailto:preschool@loganfpc.org) as it is difficult to communicate productively and engage in lengthy conversation when children are present in the classroom and staff has additional duties to perform. The administrator may use informal or center-based assessments for conference discussions, but the assessment results will not be shared with the Ohio Department of Job and Family Services (ODJFS).

If a parent has a concern at any time, it is best that they are shared promptly with the Preschool staff. Concerns can often be solved quickly if brought up in a timely manner. Likewise, if a staff member has a concern, the administrator must be notified promptly. If a parent or staff member is not satisfied with a decision, the Preschool Committee, then the pastor, and the Session in that order, will be consulted for final decision making.

**Snacks:** Parents on a rotational basis will be asked to provide a healthy snack several times a year for the class. Preschool will also supply healthy snacks periodically, and will have on hand additional snacks, cups, and napkins that can be used as needed. All snacks and drinks need to be sent in the original packaging to check for allergy information, and brought to Preschool the day before they are needed. Snacks offered must comply with our licensing agency's guidelines, which state that 100% fruit juice will be served. Additional information, schedules, and suggestions of appropriate snacks will be shared as school begins.

**Dress:** Children will get messy as they work and play at a variety of new experiences, so washable, comfortable, and easy to “go-to-the-bathroom” clothing is desired. Children are safe and comfortable in closed toe shoes with rubber soles. Please avoid cowboy boots if possible as they are especially slippery on the Preschool floors. Also, please mark outerwear with the child's name. Children may bring a backpack or school bag with them to make it easier to transport notices, notes, and art projects between school and home.

Thank you for choosing Westminster Preschool. We look forward to working with you and your child this year!